



**MECKLENBURG COUNTY**  
Land Use and Environmental Services Agency  
Code Enforcement

To:  
Title:  
Company:  
Address:  
(enter customer's information above)

**MEMORANDUM OF UNDERSTANDING FOR INDOOR SPECIAL EVENTS**  
(Event Type 4 in Joint Policy on Permits, Plan Review and Inspections dated January 26, 2018)

To Whom It May Concern:

This Memorandum of Understanding shall serve as an agreement between \_\_\_\_\_ (customer name) and Mecklenburg County Code Enforcement for a temporary special event to be held in an existing structure or structures under a current and active Certificate of Occupancy at the listed address, when use of the structure or structures for the event would not conform to the Occupancy Classification listed on the Certificate of Occupancy. Such a use will require this Memorandum of Understanding.

Property Address: \_\_\_\_\_  
\_\_\_\_\_  
Suite No.: \_\_\_\_\_  
CO Occupancy Classification: \_\_\_\_\_  
Construction Type of the Facility (I-A, I-B, II-A, IIB, etc.) \_\_\_\_\_  
Proposed Temporary Occupancy Classification: \_\_\_\_\_  
Duration of Event in Days (must no more than 3): \_\_\_\_\_  
Gross Square Footage of Structure \_\_\_\_\_  
Square footage of Structure to be used during the Event: \_\_\_\_\_  
Date(s) for Proposed Event: \_\_\_\_\_  
Operating Hours for the Proposed Event: \_\_\_\_\_

Note: For guidance on answering some of the questions above, contact Code Enforcement's Commercial Technical Assistance Center (CTAC) at 980-314-CODE (follow the prompts for commercial technical assistance) or [CTAC@mecklenburgcountync.gov](mailto:CTAC@mecklenburgcountync.gov).

(more)

The facility shall comply with the following requirements for the Temporary Event:

1. Items critical to Life Safety Functionality, including Means of Egress, Fire Alarm, Lighting, Emergency Lighting, Ventilation, and Sprinkler Systems, in the spaces used for the event that the Property Address shall comply with the requirements of the proposed Temporary Occupancy.
2. A site plan will be required during the submittal process to reflect exit locations, accessibility, and other structures that may be used during the event.
3. Accessible paths of travel for ingress and egress shall be provided for all spaces used in the event. All functions and features of the event shall be located on accessible paths of travel.
4. Supporting documentation of any manufacturer system (may be required to be sealed by a NC registered professional) that may be used for staging, bleachers, scaffolding etc. for the event.
5. No food or beverages shall be prepared inside any building to be used during the event. Any temporary food service shall comply with the requirements of the North Carolina Building Codes as well as local health and food safety requirements. Plans for food service shall be submitted with the application for the event.
6. Temporary sanitation facilities, including accessible facilities, will be provided with fixture counts sufficient to accommodate the proposed occupant loads based on the temporary occupancy classification for the event. These facilities shall be located on fully accessible paths of travel.
7. An Evacuation Plan will be submitted with the temporary event permit application.
8. Temporary barriers shall be constructed in compliance with the construction type of the facility. The owner or event operator shall demonstrate how any temporary barriers required to limit the square footage of the facility for compliance with the temporary occupancy shall meet any fire rating requirements.
9. Any areas under construction for permanent uses shall have barriers to restrict access by event attendees to the active construction sites.
10. A fire watch program, if required by the Fire Marshal Having Jurisdiction, shall be provided during the operating hours of each event.
11. The Owner or event operator must obtain separate approvals from any other agencies having jurisdiction, such as Charlotte Fire Department, Mecklenburg County Environmental Health, etc.

Permit applications for an event shall be submitted at least thirty (30) business days prior to the planned event. Application submissions shall be under the seals of registered design professionals. Submissions shall include temporary alternative means of compliance for all code requirements for the proposed use of the structure or structures to be used during the temporary event.

No more than two (2) event lasting no more than three (3) consecutive days in any 12-month period shall be permitted that does not comply with Occupancy Classification under which the structure was originally constructed and under which the Certificate of Occupancy was issued. Any more events within 12 months of the event or events lasting longer than three (3) days, of the type described in this Memorandum of Understanding, will require the structure or structures to obtain a Change-of-Use Permit. Please be advised that a Change of Use Permit review would require at least thirty (30) business days for review and approval by all Authorities Having Jurisdiction.

Agreed By:

\_\_\_\_\_  
Director, Code Enforcement  
LUESA, Mecklenburg County, NC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Authorized Individual

\_\_\_\_\_  
Date

CC: Fire Marshal Having Jurisdiction  
Mecklenburg County Manager